



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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**CULTURE AND ARTS COMMISSION  
MEETING AGENDA  
Thursday, February 18, 2021 • 6:30 p.m.**

**WELCOME TO OUR COMMISSION MEETING**

**Zoom Meeting Details:  
Please click this URL to join.**

**<https://sanbruno-ca-gov.zoom.us/j/91974183089>**

**Password:  
637630**

**Or join by phone:  
US: +1 669 900 9128  
Meeting ID:  
919 7418 3089**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlfs, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, Judith Puccini, Melodie Tobin.
  2. **PLEDGE OF ALLEGIANCE:**
  3. **REVIEW OF AGENDA:**
  4. **ACCEPTANCE OF THE MINUTES:** January 21, 2021
  5. **CONSENT CALENDAR:**
  6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
  7. **UNFINISHED BUSINESS:**
  8. **NEW BUSINESS:**
    - a. Receive Update From Library Services Manager, Barbara Bruxvoort, Regarding Winter Reading and the Arts Program, Sponsored by the Commission
  9. **ITEMS FROM COMMISSION MEMBERS:**
  10. **ITEMS FROM STAFF:**
  11. **ADJOURNMENT**

**The next Regular Culture and Arts Commission Meeting will be held on Thursday, March 18, 2021 at 6:30 p.m.**

**\*\* POSTED PURSUANT TO LAW \*\***



## **MEETING MINUTES**

### **Culture and Arts Commission January 21, 2021**

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlfs called the meeting of the Culture and Arts Commission to order at 6:36 p.m. Commissioners Present: Chair Rohlfs, Vice Chair Gamble, Jeanne George (arrived late), Pamela Madden, Janet Monaghan, and Melodie Tobin. Excused Absence: Judith Puccini. Staff Present: Ryan Johansen, Ann Mottola, and Tim Wallace. City Council Present: Mayor Rico Medina.
2. **PLEDGE OF ALLEGIANCE:** Chair Rohlfs led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from November 19, 2020. **MSC Tobin/Madden.** Accepted 5-0-2.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
  - a. Receive Presentation From San Bruno Police Chief Ryan Johansen – **Chief Johansen** introduced himself and explained the direction of the police department.
  - b. Conduct Election of Officers for 2021 – **Commissioner Monaghan** nominated Chair Rohlfs to continue as chair and Commissioner Madden as vice chair. **MSC Monaghan/Gamble.** Accepted 6-0-1.
  - c. Receive Report Out From Chair Rohlfs Regarding Annual Report to City Council – **Chair Rohlfs** stated that a few months ago she presented at a City Council meeting on what had been accomplished in the prior year. She shared that there were two action items from the Council. The first was to explore locations for public murals and the second was for the commission to connect with the library to make recommendations in terms of books focusing around cultural celebrations on art and artists. **Director Mottola** asked if this was something that the commission wanted staff to report back on. She explained a staff report would give an

overview, explore what those programs would look like, and would set the framework for a discussion item. **Mayor Medina** stated that when members of Council comment about a commission's yearly report, it is not direction of the Council and aren't marching orders. He explained that the Council assigns and appoints people to make a professional, impartial recommendation and bring it forward to Council. The Commission as the appointed body has the ultimate say of the views, thoughts, and objectives to bring back to Council. **Chair Rohlfs** requested that staff do a report.

- d. Approve 2021 Meeting Schedule – **Superintendent Wallace** presented the meeting schedule. Meetings are held the third Thursday of each month. **MSC George/Madden**. Accepted 6-0-1.
- e. Approve Stipend for Artists Selected for Community Art Gallery Display – **Superintendent Wallace** stated that over the past few years there have been fewer artists submitting work for the gallery. In order to encourage more artists, a stipend of \$250 is being recommended for any artists approved to display their work. If approved, it will be part of the fiscal year 2021/2022 budget that will need to be approved by Council. Discussed by the Commission. **MSC George/Monaghan**. Accepted 6-0-1.

9. **ITEMS FROM COMMISSION MEMBERS:**

- a. Commissioner Puccini – SWA Gallery open Wednesday-Saturday 11-3. SWA demos available free of charge on YouTube. – **Chair Rohlfs** announced that the Society of Western Artists Gallery is open.

10. **ITEMS FROM STAFF:** None.

- 11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlfs** adjourned the meeting at 7:22 p.m.



**DATE:** February 18, 2021

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent  
Barbara Bruxvoort, Library Services Manager

**SUBJECT:** Winter Reading and the Arts Update

**BACKGROUND:**

Over the past several years the San Bruno Library has conducted a winter reading program. This program, while open to people of any age, focuses on keeping children reading over the winter months.

Traditionally the program has been conducted from mid-December through mid-January in order to incorporate school children's winter break. However, with most schools closed due to the pandemic, staff determined that winter reading this year should be held over the entire months of December and January.

A regional stay-at-home order was put in place in mid-December, which delayed a planned arts collage project. The collage project was to be completed by the end of January. It will now be completed by the end of February.

Since this year's program had an arts theme, staff proposed that the Commission sponsor the program in the amount of \$3,400. The item was brought to the Commission at its October 2020 meeting. The item passed unanimously. It was then brought to the City Council for consideration at its November 24, 2020 meeting and passed unanimously as a consent item.

**DISCUSSION:**

To date, the Winter Reading with the Arts program has been very successful. The program has consisted of a series of virtual art seminars, workshops and performances. In addition, a book giveaway has been conducted for residents who signed up for Winter Reading. Finally, a collage craft kit distribution and art show was postponed due to the Library's suspension of curbside service in response to the state's regional stay-at-home order. The craft kit distribution is now underway and the art show has been rescheduled for early March.

Three virtual art seminars were conducted through the San Francisco Museum of Fine Arts from December 3-9. These seminars consisted of:

- Bouquets-to-Art
- Last Supper in Pompeii
- Revelations: Art from the African-American South

These seminars were well attended with a total of 45 households participating.

Two virtual hands-on workshops were held; one each on December 16 and 21. One was a paper cutting workshop, while the other was learning about and making some of the oldest toys known. A total of 26 households attended these workshops.

Three virtual performances were scheduled for the winter reading program, two of which have already been held, while the third will be held on Wednesday, February 24 at 4 PM. The programs are as follows:

- Fratello Marionettes presents the North Pole Review (December 22)
- Cascada de Flores presents the Treasure of Aquiles (January 13)
- Live Jazz with the Dave Rocha Trio (February 24)

The Fratello Marionettes and Cascada de Flores programs were collectively viewed by 72 households. In addition, these programs ran on CityNet Services Channel One 13 times over the week following each performance.

Finally, an art collage project had been planned for December and would have resulted in a virtual art show to premiere in February. This project involves distributing craft kits to residents who would then return their completed art works to the Library. The distribution of the art kits was delayed due to the suspension of the Library's curbside service following the regional stay-at-home order.

However, now that the stay-at-home order has been lifted and curbside service has resumed, the distribution of the craft kits is underway. Once the art works are returned, they will be made into a collage and staff will create a virtual art show, which will premiere in early March.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.